



# WASHINGTON STATE BOARD OF EDUCATION

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*"Making decisions to improve the quality of education for ALL kids"*

September 1, 2004

(X) Action Required  
**Date Due: November 8, 2004**

## FUNDING ANNOUNCEMENT – TIME SENSITIVE

TO: Educational Service District Superintendents  
Chief School District Administrators  
School District Business Managers

FROM: Larry Davis, Executive Director  
State Board of Education

RE: Minimum Basic Education Requirement Compliance

It is time to complete the **Minimum Basic Education Compliance** form (FORM SPI 1497) for the 2004-2005 school year. Reporting on FORM SPI 1497 gives assurance to the State Board of Education (SBE) that school districts are in compliance with the minimum requirements of the Basic Education Act, as well as related requirements determined by the SBE.

To conserve expenses, this memorandum, FORM 1497, and the out-of-endorsement assignments page are posted on the SBE Web site and should be **downloaded**. One original, with signatures of the superintendent and the board chair, must be mailed to the SBE no later than November 8, 2004. (See last paragraph for mailing address.)

The following statutory requirements will continue to be reported to the SBE on FORM SPI 1497.

- **Total Instructional Hour Offerings (RCW 28A.150.220/WAC 180-16-200)**  
Kindergarten offerings of 450 hours.  
Grades 1-12 offerings of a district-wide annual average of 1,000 hours linked to the Essential Academic Learning Requirements and other district-determined subjects/activities (not tied to grade spans).
- **K-3/4-12 Students to Classroom Teacher Ratio (RCW 28A.150.250/WAC 180-16-210)**  
The district ratio of students per classroom teacher in grades kindergarten through three is not greater than the ratio of students per classroom teacher in grades four and above.

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- **Current and Valid Certificates (RCW 28A.400.100/RCW 28A.410.025/WAC 180-16-220)**  
All school district employees serving in positions requiring a teacher or administrative permit, certificate, or credential **DO** hold a valid permit, certificate, or credential.
- **Minimum 180-Days School Year (RCW 28A.150.220(3)/WAC 180-16-215)**  
The 180-days program is accessible to all legally eligible students, including students with disabilities, five years of age and under 21 years of age who have not completed high school graduation requirements.

The following supplementary basic education requirements will be reported to the SBE on FORM SPI 1497.

- **School Improvement Plans (WAC 180-16-220)**  
Beginning with the school year **2003-2004**, each school district was required to assure that all schools in their district had a school improvement plan (SIP) in place by noting this assurance on FORM SPI 1497. Data-driven school improvement plans must promote a positive impact on student learning, promote continuous improvement for students, be based on the characteristics of effective schools as identified by OSPI, and be reviewed annually for implementation progress under an approval process determined by the district board of directors.

**NOTE: WAC 180-16-220 (4) School involvement with school improvement assistance under the state accountability system or involvement with school improvement assistance through the federal Elementary and Secondary Education Act shall constitute a sufficient school improvement plan for the purposes of this section.**

Please refer to the SBE Web site [www.sbe.wa.gov](http://www.sbe.wa.gov) for a copy of the rules and a list of frequently asked questions about school improvement plans.

### **Revised State Board of Education Accreditation Process (VOLUNTARY)**

In March 2002, the SBE adopted revised rules for accreditation that allow schools to apply for SBE accreditation by way of an approved four-step accreditation process through the Educational Service Districts (ESDs).

The SBE accreditation process is a collaborative and reflective method that combines both internal and external verification of the school improvement planning activities and of the SIP itself. After a school has a comprehensive SIP in place, it may apply for an on-site accreditation visit. Please contact your regional ESD for further information regarding this revised process.

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In October 2000, the SBE adopted revised state minimum high school graduation requirements to be implemented starting with the freshman class of 2004 (graduating class of 2008). The total number of state minimum high school credits for graduation remains at 19. Two non-credit requirements are established:

- **Culminating Project** – Each student shall complete a culminating project for graduation. This project consists of students demonstrating both their learning competencies and preparations related to learning goals three and four. Districts shall define the process to implement this graduation requirement. Please indicate on FORM 1497 if high schools in your district have implemented a culminating project graduation requirement.
- **High School Education Plan (e.g., High School and Beyond Plan)** – Students shall have an education plan for their high school experience, including what they expect to do the year following graduation. Please indicate on FORM 1497 if high schools in your district have implemented a High School and Beyond Plan requirement.
- **High School Credit Based on Performance**  
Washington State continues to move more fully toward a performance-based educational system. The SBE has adopted a policy, that permits school districts the discretion to define and award high school credit based on demonstrated performance that is not tied to a minimum number of hours of instruction or instructional activities.

Specifically, under WAC 180-51-050(1)(b), high school credit may be awarded on the basis of satisfactory demonstration by a student of clearly identified competencies established pursuant to a process defined in written district policy. Please indicate on FORM 1497 if high schools in your district are **currently** awarding credit under this option.

School districts **ARE REQUIRED** to complete FORM SPI 1497 and mail one original copy with signatures of the superintendent and board chair, to the State Board of Education, Basic Education Assistance Section, by November 8, 2004. (See address in last paragraph.) Additionally, the attached out-of-endorsement teaching assignment document is to be completed only if the school district assigned teacher(s) out of their endorsed subject area(s) in the 2003-2004 (previous) school year.

**Please contact the State Board of Education office at 360-725-6030 if you wish to petition the Board for a waiver for substantial lack of classroom space (WAC 180-16-225), minimum 180-days school year (WAC 180-16-215), school day as related to the teacher (WAC 180-44-050), or alternative high school graduation requirements (WAC 180-18-055).**

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FORM SPI 1497 does not require backup documentation. However, please be advised that you may need to provide such backup documentation for auditing purposes. FORM SPI 1497 and the out-of-endorsement assignment page are posted on the SBE Web site at [www.sbe.wa.gov](http://www.sbe.wa.gov).

Requests for further information or clarification of this entitlement application should be directed to the State Board of Education, Basic Education Assistance, Room 253C, Old Capitol Building, P.O. Box 47206, Olympia, WA 98504-7206, (360) 725-6030 or TTY (360) 664-3631.

## EXECUTIVE SERVICES

Pat Eirish, Manager  
Research and Assistance Program  
Basic Education Assistance  
State Board of Education

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